



Charlotte County Fire/EMS Division of Fire Prevention

Existing Occupancy Inspection Checklist:

This checklist is to assist you with your upcoming fire inspection. The items listed below reflect the most common deficiencies we see. Our actual inspection will seek to enforce all the provisions of the Florida Fire Prevention Code.

Common Life Safety Deficiencies:

- 1) Building address, unit number (6" in size), shall be visible and legible from the street.
- 2) Fire extinguisher(s) shall be serviced and tagged annually.
- 3) Exit signs/emergency lights operational.
- 4) Exits, passageway to exits shall be free and clear of all obstructions.
- 5) Handrails/guardrails secured to the wall.
- 6) No storage over 12'.
- 7) No storage above any components of the means of egress.
- 8) Fire caulk penetrations in fire rated walls.
- 9) Fire hydrants shall have a clearance of 7 ½' on the sides and front and 4' at the rear; fire department connections shall have 7 ½' clearances on the sides and front.
- 10) Trim trees for a vertical clearance of no lower than 13'6" for all fire department access roads.

Electric Safety:

- 1) Cover plates on switches and receptacles.
- 2) No extension cords used and permanent wiring. **(Use UL listed power strips according to their listing directions)**
- 3) Access to electrical panels. **(3 feet)**

WHEN THIS APPLIES TO YOUR OCCUPANCY

Fire Alarm System:

- 1) Valid service tag. **(Inspected within the last 12 months)**
- 2) Logbook, fire alarm drawings, fire alarm company contact at the panel.
- 3) Current keys in your Knox Box.

Automatic Fire Sprinkler System and Backflow:

- 1) Valid service tag. **(Inspected within the last 12 months)**
- 2) Spare head box (wrench and spare heads).
- 3) Unobstructed sprinkler head.
- 4) No storage within 18" of the sprinkler head.
- 5) Clean and paint riser, backflow, and inspector test. (Keep free of rust or corrosion)

Kitchen Hood(s) and Hood Suppression Systems:

- 1) Valid service tag. **(Inspected within the last 6 months)**
- 2) All cooking equipment is protected.
- 3) Hood and duct work clean **(ASK Inspector about timetable for cleaning)**
- 4) Class "K" fire extinguisher with a valid service tag. **(Inspected within the last 12 months)**
- 5) Grease catch container on roof vent and no grease on the roof surface.

LP Gas/Natural Gas:

- 1) Clean and paint gas piping and tanks. (Keep clean of rust and corrosion)
- 2) Label tank with gas company information.

If you have any questions or if our office can be of any further assistance, please contact us at 941.833.5600.